



Memorandum

#14-018

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: February 7, 2014

SUBJECT: WISE Report Due to the State Agency by Wednesday, April 30, 2014

March is the data collection month for the *WISE Report*, Form WIC-227A. Information collected from this report will be used to fulfill the United States Department of Agriculture (USDA) federal reporting requirements. A packet of *WISE* reporting information is available on the WIC web page at <http://www.dshs.state.tx.us/wichd/fin/wiserpt.shtm>. The packet includes:

- *WISE Cost Report Form* (Form WIC-227A)
- *WISE Cost Report Form Instructions* (Form WIC-227A)
- Examples of Activities for the WISE Report Categories
- *WISE Cost Report Policy AC:29.0* http://www.dshs.state.tx.us/wichd/policy/pdf_files/AC_29-0.pdf

For the *WISE Report* each local agency must report expenditures made during the month of March and separate them into the four categories. To accurately allocate salaries and benefits, you may need to track time spent on duties associated with the different categories for some of your staff during this time period. If your March billing includes pay periods for a different month, you may choose to track staff time associated with the time period billed or actual staff time for the calendar month of March. If the latter option is selected, then you must indicate in the remarks section that salary costs included on this report will differ from those included on your March billing. In addition, careful review of the document entitled *Examples of Activities for WISE Report Categories* is required.

Again, this data is an important part of our federal reporting to the USDA. You are responsible for making sure this report reflects expenditures divided into these four functional categories as accurately as possible. The *WISE Report* must be submitted to the State Agency by Wednesday, April 30, 2014. Electronic copies will be accepted which means hardcopy originals are not required to be mailed to the State Office. However, please retain the original hard copy for audit purposes. Any delays in reporting will delay the fiscal year 2015 contract process.

If you have questions or require additional information, please contact Yolanda Caad, WIC Program Services Operations Branch, Nutrition Services Section, at (512) 341-4533, or Yolanda.Caad@dshs.state.tx.us